



Payroll Supervisor

QUALIFICATIONS:

1. Minimum of Associate degree with an emphasis in Accounting; preference given to candidates holding a four year Accounting degree.
2. Ability to supervise the payroll functions.
3. Prefer a minimum of five (5) years experience in payroll procedures, preference using McAleer software.
4. Demonstrate proficiency in the use of Microsoft Office (Excel, Word, Outlook, Power Point).
5. Must meet the suitability criteria for employment and/or certification/licensure under the **Alabama Child Protection Act of 1999** and **Act No. 2002-457**.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

FLSA STATUS

Exempt

REPORTS TO:

Accounting Supervisor

SUPERVISES:

Payroll Bookkeeper

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Comprehensive knowledge of principles and practices of school district payroll preparation and analysis to include federal, state, and local tax preparation, Teacher's Retirement System, employee benefits, and general ledger coding.
2. Demonstrated ability to work independently, make policy interpretations, use independent judgment and supervise subordinate personnel as assigned.

3. Proficiency in technology programs such as Word, Excel, PowerPoint, MS Windows operating system, McAleer, Gorrie Regan, and SubFinder Programs.
4. Ability to review and correct new employee data in collaboration with the Human Resources Department personnel.
5. Ability to collaborate with supervisor and colleagues, as well as other District Staff.
6. Possess a mature, confidential nature in addition to the ability to keep business matters confidential.
7. Ability to receive and implement verbal directions accurately.
8. Ability to organize and maintain accurate records.
9. Ability to provide pleasant customer service support to employees.
10. Ability to perform complex arithmetic operations accurately.
11. Ability to communicate clearly and concisely, in English orally, in writing, and via e-mail and other electronic communications means with the public and employees.
12. Ability to exercise tact, good judgment and initiative.

ESSENTIAL FUNCTIONS:

1. Supervises, coordinates, and performs the payroll functions and assists in necessary procedures to insure accurate and timely processing of the Board's payroll.
2. Assists in the processing of service reports, data input and employment verifications.
3. Timely completes and mails federal and state tax reports, social security reports, unemployment compensation reports and other reports as required in collaboration with Accounting Supervisor.
4. Processes enrollment for professional organizations and elective deductions.
5. Prepares annual reports for sick leave, personal leave and retirement.
6. Monitors sick bank leave balances and prepares periodic reports for the Sick Bank Committee, the Executive Director of Human Resources, and the CSFO as requested.
7. Reconciles, prepares and mails deduction checks for all funds.
8. Maintains system-wide time and attendance system database.
9. Relays directives, when necessary, from the Chief School Financial Officer to staff members.

10. Attends work and arrives/departs work at the appropriate times as determined by the immediate supervisor.
11. Assumes other reasonable and equitable job-related duties assigned by the Chief School Financial Officer.

TERMS OF EMPLOYMENT

The terms of employment shall be in accordance with the provisions of the *Board's Policy Manual, Students First Act* and the *Board's Salary Schedule –NON-EDUCATIONAL Central Office Positions*.

EVALUATION:

Performance evaluation shall be in accordance with the provisions of the Board's policy on *Evaluation of non-Certified Personnel –5.8.2*

SOURCE: Tuscaloosa City Schools, Tuscaloosa, Alabama
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